

MILFORD PUBLIC SCHOOLS

School District Profile

School District:	Milford Public Schools	Grades:	K-12	Enrollment:	7,616
Number of Schools:	14	Education Reference Group (ERG):	F		
Team Leader:	Eileen Faustich Food Service Director	Phone:	(203) 783-3490	E-mail:	efaustich@milforded.org
Address:	Food Service Department Milford Public Schools 70 West River Street Milford, CT 06460	Website:	http://www.milforded.org		

School Health Team in Place before Pilot Project: No

School Health Team Members:

School principal, school food service, school nurse, parent representative, health educator, physical education teacher and local health department representative

Other People Who Should Have Been Included on the School Health Team:

We would expand the group to include school-based staff members.

Policy Adoption:

The policy was approved by the superintendent on December 16, 2005.

Number of Times School Health Team Met: 8

Length of Each Meeting: 1.5 hours

Continuation of School Health Team after Pilot Completion:

The School Health Team will continue. Future plans include working on a three-year action plan for continued policy implementation and evaluation.

Process for Identifying and Prioritizing Program Improvement Needs:

We used the *School Health Index* (Centers for Disease Control and Prevention).

Steps Used for Policy Development and Adoption:

1. Completed the *School Health Index*.
2. Prioritized the areas of improvement through group discussion.
3. Reviewed sample policies for language consideration, e.g., *Fit, Healthy and Ready to Learn* and Rhode Island's *School District Nutrition & Physical Activity Model Policy Language*.
4. Developed an action plan for policy development.
5. Wrote the draft policy. Each team member took his or her area of expertise and drafted language, and we involved school administration for guidance as needed.
6. Discussed and revised draft policy language during several team meetings.
7. Submitted final draft to superintendent for review and approval.
8. Continue to meet as a committee to promote school-based and district policies.

Challenges to the Policy Development Process:

- Scheduling meetings was challenging, but we agreed upon a common meeting date (once per month) so it became a routine monthly meeting.

Successes with the Policy Development Process:

- Collaboration between different school departments, such as teachers, food service and nurse. Getting the School Health Team together was the best part of the pilot. It was really beneficial to have everyone on the same team.
- Provided the momentum for school staff members to coordinate with each other on additional activities within the school district.
- Provided good public relations and communication within the school community regarding nutrition and physical activity programs.

Critical Resources Needed to Ensure Success with Policy Development:

- Time was the most critical issue. We found that money was not as much of an issue as time.

Characteristics Important to an Effective, Productive and Successful School Health Team:

- Get everyone's input.
- Prioritize your actions and just get started. The process is as important as the final draft.

Activities Conducted as a Result of Work on the School Nutrition Policies Project:

- Breakfast implemented at half of the Milford schools.
- Conducted health fair for students.
- Provided nutrition information to parents at orientation.
- Developed parent brochure to promote the policies.
- Pedometer program for elementary grade levels.
- Pedometer program for staff wellness at West Shore Middle School.

Strategies for Promoting Adoption and Districtwide Support of the Policies:

- We will promote the policies in numerous publications throughout the school district, including district and school newsletter, a separate policy brochure, PTA meetings, board meetings and community forums.

Strategies for District Implementation of the Policies:

- The policies will be implemented by making a standing health and wellness committee. We have general board approval, but the superintendent is charged with carrying out the specifics.
- Our committee will make recommendations each year to implement and develop continued efforts to move toward a healthier community.

Methods for Evaluating Success of District Implementation of the Policies:

- The policies were approved by the superintendent in December 2005. We were waiting for final approval before determining the specific evaluation methods for policy implementation.
- We are thinking about requiring an annual report from the schools to show the number of activities and procedures implemented to track their progress.

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Recommendations for Success with the Policy Development Process:

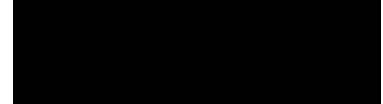
- Make the commitment to the process.
- Involve the central office and school staff.
- Assign a specific “to do” list for each meeting to keep the agenda on track and make productive use of time.
- Gain administrative support. Enlist a few key leaders and make it simple.

Policies

Wellness (ADM-P005) *Milford Public School District*

1.0 SCOPE:

- 1.1 This procedure describes the process taken by the Milford Board of Education to deliver a districtwide wellness practice based on the Coordinated School Health Model. The policy is required by the Child Nutrition and WIC Authorization Act of 2004 (Public Law 108-265).



2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
2.2 Building Principals

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Superintendent of Schools

4.0 DEFINITIONS:

- 4.1 WIC-Women, Infant and Children
4.2 USDA-United States Department of Agriculture
4.3 NASPE-National Association for Sport and Physical Education
4.4 NPAAC-Nutrition and Physical Activity Advisory Council

5.0 PROCEDURE:

- 5.1 Establish and maintain a districtwide NPAAC with the purposes of:
- 5.1.1 developing guidance to explain this policy
 - 5.1.2 monitoring the implementation of this policy
 - 5.1.3 evaluating policy progress
 - 5.1.4 serving as a resource to school sites, (e.g. providing lists of healthy incentives, snacks, birthdays, etc.)
 - 5.1.5 revising policy as necessary
- 5.2 The NPAAC would meet a minimum of two times annually with Council membership including, but not limited to:
- 5.2.1 District Administrative Representative, Co-Chair
 - 5.2.2 Physical Education/Program Leader, Co-Chair
 - 5.2.3 Health Program Leader, Co-Chair
 - 5.2.4 District Food Service Director/Manager
 - 5.2.5 Local Health Practitioner (e.g., pediatrician, dentist, or other appropriate certified medical professional)
 - 5.2.6 School Nurse
 - 5.2.7 A parent representative from each school
 - 5.2.8 A student representative from each school
 - 5.2.9 Staff member representative from each school
 - 5.2.10 A School Committee/Board member
 - 5.2.11 Family & Consumer Sciences Teacher

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- 5.3 Responsibilities of the NPAAC may include, but not be limited to, overseeing the following:
 - 5.3.1 Implementation of district nutrition and physical activity standards.
 - 5.3.2 Integration of nutrition and physical activity in the overall curriculum.
 - 5.3.3 Assurance that staff professional development includes nutrition and physical activity issues.
 - 5.3.4 Assurance that students receive nutrition education and engage in vigorous physical activity.
 - 5.3.5 Pursuance of contracts with outside vendors that encourage healthful eating and reduction of school/district dependence on profits from foods of minimal nutritional value.
 - 5.3.6 Consistent healthful choices among all school venues that involve the sale of food.
- 5.4 The NPAAC will be responsible for preparing an annual report by June 15 of each year that includes, but may not be limited to, the following information:
 - 5.4.1 Monthly district menus and meal counts.
 - 5.4.2 Listing of all a la carte, vending, and competitive foods sold by school food service.
 - 5.4.3 Listing of all other sales of foods throughout the district including vending machines, school stores, culinary and special education programs, in-school and in-class fundraisers, etc.
 - 5.4.4 Listing of physical activity programs and opportunities for students throughout the school year.
- 5.5 NPAAC will:
 - 5.5.1 Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors based on the Coordinated School Health Model.
 - 5.5.2 Support and promote proper dietary habits contributing to students' health status and academic performance.
 - 5.5.3 Provide more opportunities for students to engage in physical activity.
- 5.6 Student Nutrition will consist of:
 - 5.6.1 The School Breakfast/Lunch Programs:
 - 5.6.1.1 The full meal school breakfast and lunch programs will continue to follow the USDA Requirements for Federal School Meals Programs.
 - 5.6.2 A la Carte food sale program:
 - 5.6.2.1 Beginning School year 2005-06, beverages sold during the day will consist of milk, 100 percent juice and water in the elementary and middle schools. High schools will sell PowerAde in maximum of 12 oz size.
 - 5.6.3 Competitive Foods:
 - 5.6.3.1 Connecticut state regulations prohibit schools from the sale of tea, coffee, soft drinks and candy to students anywhere on school premises for 30 minutes prior to the start of the National School Breakfast or Lunch Program until 30 minutes after the end of the program.
 - 5.6.3.2 Income from the sale of any foods sold or distributed anywhere on the school premises during the same timeframe must be accrued to the food service account.

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- 5.6.4 Foods of Minimal Nutritional Value:
 - 5.6.4.1 Foods defined as giving minimal nutritional value will not be sold in the cafeterias to anywhere on school premises, to include but are not limited to:
 - 1. Soda Water (excluding the excepted products)
 - 2. Italian Ice
 - 3. Chewing Gum
 - 4. Candies (excluding the excepted products)
- 5.6.5 Cafeteria Environment
 - 5.6.5.1 A cafeteria environment that provides students with a relaxed, enjoyable climate shall be developed.
 - 5.6.5.2 The cafeteria environment is a place where students have:
 - 5.6.5.2.1 Adequate space to eat in clean, pleasant surroundings.
 - 5.6.5.2.2 Adequate time to eat meals. (The School Nutrition Association recommends at least 20 minutes for lunch from the time students are seated with their food.)
 - 5.6.5.2.3 Convenient access to hand washing or hand sanitizing facilities before meals.
- 5.6.6 Fundraising:
 - 5.6.6.1 Fundraising activities will emphasize the sale of nonfood items.
- 5.6.7 Teacher-to-Student Incentive:
 - 5.6.7.1 Food will not be used as a reward or punishment.
 - 5.6.7.2 Restriction of physical activity will not be used as a punishment.
- 5.7 Nutrition Education
 - 5.7.1 Student Nutrition Education:
 - 5.7.1.1 The Milford School District will train staff members and implement the principles of the Health Education Assessment Project (4) across curriculum on all grade levels.
 - 5.7.2 Parent Nutrition Education:
 - 5.7.2.1 Nutrition education will be provided to parents beginning at the elementary level.
 - 5.7.2.2 The goal will be to continue to educate parents throughout middle and high school levels.
 - 5.7.2.3 Nutrition education may be provided in the form of handouts, postings on the district website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents.

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- 5.7.3 Staff Nutrition and Physical Activity Education, with the purposes of:
 - 5.7.3.1 Encouraging all school staff members to improve their own personal health and wellness.
 - 5.7.3.2 Improving staff morale.
 - 5.7.3.3 Creating positive role modeling.
 - 5.7.3.4 Building the commitment of staff members to promote the health of students.
 - 5.7.3.5 Building the commitment of staff to help improve the school nutrition and physical activity environment.

5.8 Student Physical Activity Policies

- 5.8.1 Physical Activity Opportunities:
 - 5.8.1.1 Physical education classes and physical activity opportunities will be available for all students.
 - 5.8.1.2 Physical activity opportunities shall be offered daily before school, during school (recess) or after school.
- 5.8.2 Physical Education Instruction:
 - 5.8.2.1 As recommended by the National Association for Sport and Physical Education, school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
 - 5.8.2.1.1 Expose youngsters to a wide variety of physical activities.
 - 5.8.2.1.2 Teach physical skills to help maintain a lifetime of health and fitness.
 - 5.8.2.1.3 Encourage self-monitoring so youngsters can see how active they are and set their own goals.
 - 5.8.2.1.4 Individualize intensity of activities.
 - 5.8.2.1.5 Focus feedback on process of doing your best rather than on product.
 - 5.8.2.1.6 Be active role models.
 - 5.8.2.1.7 Introduce developmentally appropriate components of a health-related fitness assessment, (e.g., Fitness Gram, Physical Best, Milford Physical Fitness Test or President's Council) to the students at an early age to prepare them for future assessments.
- 5.8.3 Physical Activity Guidelines:
 - 5.8.3.1 Begin fitness or activity logging in elementary school.
 - 5.8.3.2 Assist students to interpret their personal attainments and compare them to national physical activity recommendations.
 - 5.8.3.3 Current guidelines from NASPE are recommended to be followed.

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5.8.4 Health Fitness Assessment:

- 5.8.4.1 Beginning in middle school and through high school, administer a health-related fitness assessment with students. Students shall receive results and use this as a baseline in understanding their own level of fitness, creating fitness goals and plans, and logging activities identified to achieve the goals.
- 5.8.4.2 Physical education classes shall be sequential. Students should be able to demonstrate competency through application of knowledge, skill, and practice.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Child Nutrition and WIC Authorization Act of 2004 (Public Law 108-265)
- 6.2 Coordinated School Health Model
- 6.3 Non-Food Fundraising Ideas
- 6.4 Alternatives to Using Food as a Reward
- 6.5 Health Education Assessment Project (HEAP)
- 6.6 CT General Statutes/Sections 1 and 2 Subsection (a) of Sec. 10-215b-1 and Sec. 10-215b-23

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Minutes of NPAA Council meetings	Admin. Rep. office	3 years	Shred	File cabinet
Annual Report	Food Service Director's office	3 years	Shred	File cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/16/2005	A	Initial Release

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